



WAREHOUSE PERSON

The U.S. Embassy in Canberra is seeking an individual for the position of Warehouse Person in the Warehouse.

Salary: **A\$41,806 p.a.**, + superannuation benefits

Hours: 40hrs/week, Monday to Friday.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of High school (Year 10) is required.
2. One year prior warehouse experience is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. Current truck (ACT Light Rigid) and forklift licenses are required.
5. Must be physically fit and have the ability to lift and carry moderately heavy furniture and equipment, as well as assemble pre-fabricated furniture, and install household appliances as required.

For further information please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the
Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla,
ACT 2600 by **C.O.B. 7 July 2010**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE:	POSITION GRADE LE- 2
WAREHOUSE PERSON	(STARTING SALARY A\$41,806)

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Assists in receipt, delivery, loading and unloading of supplies, furniture and equipment at the GSO Warehouse, Residences and Embassy offices. Warehouse duties as directed.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Susan Pietsch at (02) 6214 5709.

MAJOR DUTIES AND RESPONSIBILITIES

WAREHOUSE

100%

- Checks and uploads incoming furniture, appliances and equipment, utilizing a forklift and orderpicker to place and remove household furniture on warehouse racks, ensuring items are properly stowed and covered with protective wrap when required.
- Assists in the setup and ongoing process of Embassy Sealed Bid Sale.
- Assists in the delivery of furniture, appliances and expendable supplies as directed by the Warehouse Operations Manager per approved workorders.
- Assists with annual inventories when required.
- Checks storage areas to ensure items are properly stored and protected in the correct location as per individual agency ICASS agreements.
- Carry out driving duties when required and act as backup delivery offside when required.
- Assist in setup of furniture in residences, assembling furniture, connecting, adjusting and testing appliances.
- Carry out minor repairs to furniture and appliances as required.
- Assemble furniture for transport and issue prior to loading on warehouse truck.
- Maintains a high level of cleanliness in the warehouse.
- Completes weekly inspection reports on warehouse material handling equipment (MHE) and maintains regular servicing of MHE twice yearly.
- Acts as backup Expendable Supplies Clerk when required.
- Coordinates repairs of white goods with contractors using Blanket Purchase Agreement.
- General warehouse duties as directed.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of High school (Year 10) is required.
2. One year prior warehouse experience is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. Current truck (ACT Light Rigid) and forklift licenses are required.
5. Must be physically fit and have the ability to lift and carry moderately heavy furniture and equipment, as well as assemble pre-fabricated furniture, and install household appliances as required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612;
plus

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

THE DEADLINE FOR APPLICATIONS IS COB 7 JULY, 2010

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.